

# Retention and Classification Report

**Agency:** Department of Public Safety. Utah Highway Patrol. Section #09  
(2455)  
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**Records Officer** Nancy Sanchez

83096	Accident investigation file
81562	Activity reports
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**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83096

3

**TITLE:** Accident investigation file

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document accidents and provide the information required to enforce the law and protect those persons involved in accidents. The Highway Patrol is required to investigate accidents and determine whether there is a need for criminal or civil litigation. Information may include the HPF48, Accident Field Sketch Form, which is used to document smaller accidents, or the HPF66 Accident File, HPF10 the Evidence Log, the HPF7 Impound Vehicle Report, DI9 Investigating Officers Report of Traffic Accident (copy), HPF17 Utah Highway Patrol Statement form and the Utah Accident Review form.

**RETENTION:**

Retain 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83096

**TITLE:** Accident investigation file

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(9) 2009

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(d) 2009

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 81562

3

**TITLE:** Activity reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 7.00 cubic feet.

**DESCRIPTION:**

These records, written by Highway Patrol officers, document their weekly activities. The information was submitted to his/her supervisor on a routine basis. It could include name and badge number of officer, division and district, work period, total hours on duty. It also includes a check list of weekly activities with statistical information. This information was no longer collected in this format after 1988, nor for the original purpose it was intended.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 81562

**TITLE:** Activity reports

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83068

3

**TITLE:** Crew meeting report

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by officer, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This report documents topics discussed during the crew meeting and to assure that policies, procedures, and implementations are adhered to consistently. Information includes the date, time, and location of meeting; division and district; a list of all personnel in attendance; subjects that were discussed; and any feedback from personnel attending.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1999

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83068

**TITLE:** Crew meeting report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83076

3

**TITLE:** Daily reports

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by trooper name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These reports provide documentation of each patrol officer's daily activities and costs incurred during his/her shift. The reports are used to monitor the daily activities of highway patrol officers, to provide statistics regarding use of time, and to document vehicle usage. Information includes the name and badge number of the officer, starting and ending mileage, consumption and cost of gas and oil, vehicle repairs, time spent off duty for breaks and lunch, number of public assistance and contact calls, citations written, and complete hour to hour description of activities. A copy of the report is given to the patrol officer.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1999

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years and then



**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83076

**TITLE:** Daily reports

(continued)

delete.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 81615

3

**TITLE:** Driving under the influence files and citations

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This record provides documentation of citations issued for driving under the influence offenses. The record documents the procedure used in taking a breath sample of an individual suspected of being intoxicated. The citation serves as a temporary drivers license during the thirty day suspension following the issuance of the citation. The copy of the citation is filed with Drivers License Division, two copies are sent to the court, one copy is sent to the Bureau of Criminal Identification, a copy is given to the individual and a copy is retained by the highway patrol section office. Information includes the name of the individual, address, telephone number, birthplace, social security number, height, weight, eye color, race, gender, drivers license number and the vehicle number, date and time of breath sample, instrument number, location and name of operator conducting the test. In addition to a copy, the individual is given the instructions on the procedure for scheduling a hearing with the Division of Driver License.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all pending litigation is resolved.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1999

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 81615

**TITLE:** Driving under the influence files and citations

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all pending litigation is resolved.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(9) 2009

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(d) 2009

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83090

3

**TITLE:** Internal telephone logs

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document all outgoing long distance telephone calls from a highway patrol facility. Information includes the zone, district, division where call was initiated, name of person submitting the log, date and time of call, phone number called, city, person or firm called, subject discussed, and badge number of caller.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1999

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83090

**TITLE:** Internal telephone logs

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83070

3

**TITLE:** Item storage logs

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document all incoming evidence from Utah Highway Patrol officers. Information includes the case number or name of owner, date received, a listing of items, reason held, name of officer, date the evidence was released, who it was released to, who authorized the release and who released the evidence.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 08/1999

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Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83070

**TITLE:** Item storage logs

(continued)

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(8) (1991)

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83085

3

**TITLE:** Subpoena disposition records

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the amount of time that Highway Patrol officers are in court in response to subpoenas. Information includes name of officer; badge number; citation number; charge; date, time, and location of trial; whether or not the officer was on duty at the time of the court appearance; total hours; case disposition, verdict, reason for dismissal (if applicable), and reasons for continuance (if applicable); and officer's signature.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 08/1999

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83085

**TITLE:** Subpoena disposition records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 81567

3

**TITLE:** Uniform citation

**DATES:** 1923-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document citations issued by Utah Highway Patrol officers for traffic infringements and similar incidents. Information includes name, signature, address, phone number, place and date of birth, Social Security number, height, weight, race, sex, hair and eye color of the defendant; vehicle description, including color, year, type, make, and model; charges against defendant, including state, county, or city code citation; location, date, and time of alleged offense; observed speed and speed limit; signature and badge number of officer; and date and address where defendant is to appear.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1999

**FORMAT MANAGEMENT:**

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**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 81567

**TITLE:** Uniform citation

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(9) 2009

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(d) 2009

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 81612

3

**TITLE:** Warning citations

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the issuance of warnings to motorists in Utah. Information includes the name, address, date of birth, and sex of driver; driver license number and state; vehicle license number, state, and expiration date; date, time, and location of occurrence; nature of alleged violations; trooper signature, badge number, section, and district. The citations are turned in by the officers for every weekly reporting period.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 08/1999

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**APPRAISAL:**

Administrative

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 81612

**TITLE:** Warning citations

(continued)

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(9) 2009

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-(d)(d) 2009

**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83088

3

**TITLE:** Weekly report

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by trooper surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a standard report given to the supervisor from the officer detailing his weekly activities. INCLUDES name and badge number of the officer, division and district, the number of arrests and written warnings, hours spent in regards to the number of court appearances, training, papers served, investigations, arrests, reports, special assignments, and generally all other assistance given. Also includes total hours worked, total of all statistics and the signature of the officers. A copy of the report is retained by the officer.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 07/13/2015

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**AGENCY:** Department of Public Safety. Utah Highway Patrol. Section #09

**SERIES:** 83088

**TITLE:** Weekly report

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public